



Military Personnel Records Management Working Group (MPRMWG) Meeting Summary December 12, 2007

The Military Personnel Records Management Working Group (MPRMWG) met on December 12, 2007, to review the draft Department of Defense (DoD) Directive (DoDD) and Instruction (DoDI).

Ms. Elizabeth Cushing opened the meeting and welcomed the participants. She reviewed the purpose and approach of the meeting, and the upcoming meetings, to review the DoDD and DoDI.

Opening Remarks

Ms. Retta Graham-Hall kicked off the meeting by asking the membership what each member expected to get out of the meeting. The membership responded in a roundtable format, with each member responding to the question:

- Mr. Charley Barth (Navy) stated it would be helpful for him if he had a true understanding of the intent of the DoDD and DoDI and asked for a 2-minute discussion on them. All of the Services have their own policies, so just wants to understand how the DoDD and DoDI would sit within those set policies.
- Mr. James Tibbals (Army) stated he is looking for a DoD policy to drive everything now and in the future, and how DoD will operate in a Defense Integrated Military Human Resources System (DIMHRS) environment.
- Ms. Doris Williams (Army) stated her goal is to help write the DoDD and DoDI, and to create a DoD standard so each component can come up with a process for how to manage its records. She also wants to include guidance on how the data in DIMHRS will be managed, because the new data represents the Official Military Personnel File (OMPF).
- Mr. Jeff Shattuck (Marine Corps) is interested in having a better understanding of the intent and purpose of the DoDD and the DoDI, and wants to ensure undue burdens are not imposed by additional reporting requirements concerning the OMPF.
- Ms. Helena Gilbert (Marine Corps) would like to have a better understanding of the intent of the DoDD and the DoDI, and is interested in clarifying the difference between an OMPF and a DIMHRS record. Ms. Gilbert is concerned because the United States Marine Corps (USMC) is not moving to DIMHRS, and so DIMHRS will not be the USMC's OMPF record. If the intent is to capture what all Services are doing, then the DoDD needs to be written to say DIMHRS and OMPF; and should not say a DoD record is going to be DIMHRS because it would not be the case for all Services.
- Ms. Graham-Hall (P&R IM) stated her goal is to have a written DoDD and DoDI which are DoD-wide policies to discuss the lifecycle management of the Human Resources (HR) records, and the documents which detail the service of our Service members. She wants the policies to encompass everything the Services have under one umbrella. In addition, she expects the policies to cover paper, digital, and DIMHRS information comprising the OMPF and the HR record.
- Mr. Dwight Stanton (Navy) stated the Navy will eventually go to DIMHRS, but it will not be happening soon, so the Navy needs to protect the OMPF and the way things are currently handled. The membership needs to address the OMPF and the DIMHRS records because when everything is final there will still be two systems.

Ms. Williams addressed changing the subject of the DoDD to include the term "Human Resources." She stated the name change is not about discarding the OMPF, but about making one term which encompasses it all. Ms. Gilbert responded that the name change needs to be addressed because both classes of records (DIMHRS and OMPF) are and will be used. Ms. Vani Lancaster stated the DoDD and DoDI would not be system-specific. She added that the policies would be overarching at the DoD level and the term in question should not reference a particular



system. In addition, when DoD reviews the document for approval, the term may not be accepted if it shows proclivity towards a specific system. The goal is to include and reference a broader term that is all encompassing.

DoD Directive Discussion

Ms. Graham Hall walked the membership through the DoDD matrix comments received from each of the Services and Mr. Mike Lincecum. Mr. Shattuck inquired if the Directive is talking about the complete HR record, or just about the OMPF? Ms. Lancaster responded the Directive is addressing HR information, but not necessarily one type of record because it is expected to be broad and generic. Mr. Shattuck confirmed the Directive would also cover information in DIMHRS, and Ms. Lancaster affirmed the intent.

Ms. Graham Hall guided the group toward consensus on the terminology. The membership agreed the word "permanent" should be removed from the terminology because the term "Military Human Resources Records Management" includes all records for all Services.

The membership discussed the Draft Directive and concurrent updates were made. The membership debated mandating records be transferred to National Archives and Records Administration (NARA) (Section 4.5). In addition, the membership discussed ensuring the military Services have independent rights and privileges to their information, and the Services to not have to go to DoD for information, and DoD cannot mandate the Services to release information (Section 4.6).

Mr. Shattuck asked the membership if they wanted to mention the Program Objective Memorandum (POM) to ask for funding. Ms. Lancaster stated that, per Ms. Emma Hochgesang-Noffsinger and Mr. Bruce McLelland request at the previous meeting, the sentence was deleted. The membership decided to put the POM aspect back into the Directive.

DoD Instruction Matrix and Draft Instruction

Ms. Lancaster walked the membership through the Instruction Matrix to solicit input, and walked them through the Draft Instruction to make updates.

Mr. Shattuck recommended the membership address the question of who gives access to DIMHRS, because they will be accountable for this. The membership also discussed implementation responsibilities, and made updates on access, security, and other reconciliation issues.

Next Meeting: CONFIRMED

Date: January 9, 2008

Time: 0830 – 1630

Location: P&R IM
5th Floor Main Conference Room
4040 Fairfax Drive
Arlington, Virginia



Action Items Status

	Responsible Party	Date Opened	Action	Due Date	Status / Resolution	Date Closed
1	A. Bruner	May 15, 2007	Al Bruner to contact Ron Hindman and conduct DoDI 1336.1 review and potential updates with respect to undeleted DD Form 214 issue			
2	R. Hindman	May 15, 2007	Provide a chart to Bill Swarens and MPRMWG on response times for retrieval of Separation documents		Status: Complete Resolution: Per Mr. Hindman, this chart is part of the NPRC statistics hand out provided as part of his presentation	Sept. 12, 2007
3	T. McGuire	May 15, 2007	Provide the Army Delayed Enlisted Program (DEP)/Reserve Officer Training Corps (ROTC)/Disenrollee Records disposition process to Gretta Burroughs		Status: Complete Resolution: Army has no specific disposition on such records.	Sept. 12, 2007
4	P&R IM Support	May 15, 2007	Update slide deck and send out updated deck		Status: Complete Resolution: MPRMWG attendees to receive slide deck along with meeting summary.	Sept. 12, 2007
5	Navy/Marine Corps	Nov. 14, 2007	Provide a revised version of section 4.9 in the DoDD	Nov. 28, 2007	Status: Resolution:	
6	P&R IM	Nov. 14, 2007	Determine who is the official owner and releaser of information related to DIMHRS		Status: Resolution:	
7	P&R IM	Dec. 12, 2007	Address the issue of SF 115 and retirement of electronic OMPF records at next meeting	Jan. 9, 2007	Status: Resolution:	
8	P&R IM	Dec. 12, 2007	Discuss the difference between retirement to NARA and transfer of ownership to NARA, and check on the NARA acceptable definitions		Status: Resolution:	
9	Jeff Shattuck	Dec. 12, 2007	Clarify with Bruce McLelland what the motivation was to "reconcile active duty status wit retiree records and disbursements"	Jan. 9, 2007	Status: Resolution:	